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Career Planning & Placement Centre- June 1973 - Vol. IV No. 9

Prairie View A&M University

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15 LEADING RETAIL COMPANIES AND PERSONNEL OFFICERS

1. S. S. KRESGE
C. K. Darnell, Director
Management Personnel
3100 W. Big Beaver
Troy, Michigan 48084
2. F. W. WOOLWORTH
Management Training Director
233 Broadway
New York, New York 10007
3. SOUTHLAND
Wayne Snyder, Personnel Manager
2828 N. Haskell
Dallas, Texas 75204
4. SEARS, ROEBUCK
W. W. Tudor, Vice President, Personnel
925 S. Homan Avenue
Chicago, Illinois 60607
5. SAFEWAY STORES
R. M. Dowling, Central Employee Relations
Manager
Oakland, California 94660
6. J. C. PENNEY, INC.
Charles R. Lops, Manager, Corporate College
Relations
1301 Avenue of the Americas
New York, New York
7. FEDERATED DEPARTMENT STORES
Director of Executive Resources
222 W. 7th Street
Cincinnati, Ohio 45202
8. FOOD FAIR STORES
John Helmig, Personnel Manager
3175 John F. Kennedy Blvd.
Philadelphia, Pennsylvania 19104
9. ACME MARKETS
Hall Schultz, Vice President, Personnel
124 N. 15th Street
Philadelphia, Pennsylvania 19101
10. LUCKY STORES
Arthur A. Trevigne, Personnel
1701 Marina Blvd.
San Leandro, California 94577
11. W. T. GRANT
D. R. McGeorge, Recruitment & Placement
Manager
1515 Broadway
New York, New York 10036
12. MAY DEPARTMENT STORES
Walter C. Coffey, Manager, Management
Development
Room 1350, Railway Exchange Bldg.
611 Olive Street
St. Louis, Missouri 63101
13. GRAND UNION
V. Veninate, Vice President & Director of
Personnel
100 Broadway
East Patterson, New Jersey
14. SUPERMARKETS GENERAL
Gordon Weighart, Personnel Manager
301 Blair Road
Woodbridge, New Jersey 07095
15. R. H. MACY
Henry T. Emmons, V.P. Executive Development
151 W. 34th Street
New York, New York 10001

Persons interested in Retailing should contact the above personnel directors.

A MESSAGE TO THE WOMEN FROM THE ASSOCIATE DIRECTOR

Your job interview is the most important factor in your entire job campaign. If your resume is dynamite and you blow the interview, you probably will not get the job! The interview is your best opportunity to "sell yourself."

Before your interview, plan what you want to say about your job experiences, personal history, special interests, why you want to work for the company, and what you can contribute.

Pay careful attention to the clothes you plan to wear to the interview. You want to look your best, so you can be your best. Don't wear complicated or ill-fitting clothes.

Do your hair, nails, and general grooming a few nights before; try to avoid staying up late the night before the interview; you always want to appear fresh and alert on the special day. If you are negligent about your appearance, the prospective employer will draw certain conclusions about you. Namely, that you will not function well without close supervision; or that you are not a responsible adult.

For the actual interview, be **On Time!** Allow time for any emergencies in getting dressed or traveling.

Take with you an additional resume (to leave if requested). Announce yourself with ease of manner and a warm personality upon arrival. Usually, the opening question is "Tell me about yourself." This means, make a sale! Look directly at your interviewer and speak up confidently.

If you have had some interesting work experiences—ask him if he would like to hear about one of them. Then give a brief outline of the experience which he appears most interested in hearing. Be sure to mention your achievements.

Somewhere during the interview you will get responses. When the interviewer is talking, never take the stage away from him. Being a responsive, intelligent listener is a must. Resolve to listen twice as much as you talk, but when you do talk, express enthusiasm.

At the conclusion of the interview, say thank you and leave promptly. Should you feel that your interview has gone well, a thank you letter is ever more important. It is a continuation of your efforts to create a good impression and keep your name in the interviewer's mind. It should be flattering but genuine. Perhaps you might stress how helpful the interviewer was in giving advice, or making you feel relaxed, or in referring you to someone else. In addition, thank him for his time and advice.

Remember, no matter how discouraged or tired of looking you may be, it must not be reflected in your job interview. Be prepared — be earnest — and be enthusiastic.

PARK ASSOCIATION PROMOTES DEVELOPMENT OF RECREATIONAL CAREERS, JOB OPPORTUNITIES

The National Recreation and Park Association has identified two major categories in the field. One of these is recreation careers. These careers help provide leisure activity opportunities. The second category — park management/natural resource careers relate to the planning, acquisition, design, development, restoring, maintaining, improving and interpreting of natural and man-made areas and facilities that people use primarily during their leisure.

Employment opportunities exist in parks and recreation areas in many settings: public, including governmental agencies at local, county, regional, state and federal levels; private or voluntary organizations, including youth groups; industrial recreation; churches; neighborhood organizations; military; institutions, such as hospitals, nursing homes, correctional facilities as well as colleges and universities which employ park and recreation faculty.

Areas of specialization are many. They include: corrections, camping, cultural arts, community school education, college union management, forest recreation, interpretive naturalist, programming, older citizen, outdoor recreation/education, research, therapeutic recreation, tourism, physical planners, social recreation, physical education, conservation, ecology and many others.

The leisure field is growing. Even with budget cutbacks and limited hiring in certain fields, professionals believe that for the near future, the demand for trained professionals in park and recreations will exceed the supply. A number of position are now open for minorities as well as nonminority people.

Several types of degree programs provide individuals a chance to enter the work force at different levels. Programs include: two year associate, baccalaureate, masters, directorate and doctorate. A comprehensive 1972-1973 biennial directory of **Recreation and Park Curriculum Catalog**, by the Society of Park and Recreation Educators, is available from the National Recreation and Park Association, 1601 North Kent Street, Arlington, Va., 22209 for \$5. It provides comprehensive information about park and recreation curriculums in colleges and universities. Information is given on enrollment data, tuition and fees, degree requirements, prerequisites for admissions, degrees offered, financial assistance and types of programs and options offered.

VACANCY ANNOUNCEMENT

STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

POSITION: Instructor

DESCRIPTION: Supervising elementary student teachers and directing the alternative educational program.

QUALIFICATIONS: Bachelors or Masters Degrees in elementary education; minor in reading.

SALARY: Open

DATE: August 28, 1973 - June 1, 1974

SEND RESUME

TO: Dr. Thomas D. Franks
Department of Elementary Education
Box 3017 — SFA Station
Nacogdoches, Texas 75961

NOTICE OF FACULTY VACANCY

JOB TITLE: Instructor of Arts and Crafts

QUALIFICATIONS: Master's Degree; Experience in teaching Arts and Crafts

BEGINNING DATE: September 10, 1973

SALARY: Commensurate with qualifications and experience

CONTACT: Dr. B. D. Hayes, Head
Department of Industrial Sciences
Colorado State University
Fort Collins, Colorado 80521

WHITEWRIGHT PUBLIC SCHOOLS ANNOUNCEMENT

POSITION

High School Home Economics
Special Education Elementary

SALARY

Open
Open

For further information please contact Mr. Richard L. Capps, Superintendent Elect, Whitewright Public Schools, Whitewright, Texas 75491.

CONOCO OF PONCA CITY MAKES JOB OFFER

Continental Pipe Line Company of Ponca City, Oklahoma has offered Barry Jackson, a May '73 grad, a position as an engineering management trainee.

Barry is a native of Bastrop, Texas, and graduated with a major in Electrical Engineering and a minor in Mathematics.

His previous work experiences include employment at Brown and Root Construction Company in Houston.

As a student, Barry appeared on the Dean's Honor Roll for (4) four consecutive semesters.

UPDATING THE PLACEMENT FILE

In too many instances, the credential file in the Placement Center is left to stagnate after the graduate acquires his first position. Although there is no general rule of thumb on how to update the file, the best policy is to (1) request recommendations from your supervisors. Supervisors may include principals, directors of instruction, superintendents, or managers. (2) Summarize any additional graduate work (with a description of the courses). (3) Describe present position with details. (4) Give the exact current address and telephone number.

Mail all this up-dated information to the Career Planning and Placement Center if you desire to have your file active for job referral purposes.

STONE AND WEBSTER HIRES P.V. ENGINEERING MAJOR

The Personnel Assistant of Stone and Webster Engineering Corporation of Boston, Massachusetts, has hired Burrel Thomas, Jr. for the summer. Burrel, a native of Houston, Texas, is majoring in Civil Engineering and minoring in Mathematics. He is a member of the American Society of Civil Engineering where he holds the office of Vice-President for school term '72-'73.

DECEMBER GRAD EMPLOYED AT INTERNAL REVENUE

Miss Myrtle Holmes of Austin, Texas, is employed in the Regional Office of Internal Revenue in Austin as a Data Transcriber.

Miss Holmes graduated from Prairie View A&M College in December, 1972, with a B.S. Degree in Business Education, and returned to campus on May 6 to participate in the commencement exercises and other graduation festivities. In giving a brief description of her duties, Miss Holmes stated that her actual work entails processing individual income tax returns with the use of a Key Station Terminal Machine to feed information from the "returns" to a computer for recording on tape.

The machine she uses is one which supersedes the more familiar Key Punch.

As a student at P.V., she worked in the Department of Business as a student assistant.

GOLIAD I.S.D. VACANCIES FOR 1973-74

Primary Teacher
Elementary Teacher
Jr. High Math Teacher
High School English Teacher
Jr. High History (Assistant Coach)
Special Education - EMR

Salary is \$432.00 above State base.

Coach's salary open.

CONTACT: The Placement Center
Room 116—Memorial Student Union

VERONICA BROWN EMPLOYED IN AUSTIN

Miss Veronica Brown of Needville, Texas, has accepted a teaching position with the Austin Public Schools for 1973-74 school term.

Miss Brown graduated from P.V. in December 1971 with a degree in Business Education; she continued her studies at the graduate level in 1972.

While at Prairie View, Miss Brown found time to work as a student assistant in the Career Planning and Placement Center.

CONTROL DATA OF MINNESOTA HIRES P.V. STUDENTS

Control Data of Minneapolis, Minnesota, has offered summer jobs to the following junior level students of Prairie View A&M College:

1. Perry Buster — Electrical Engineer
2. Joe Beaver — Electrical Engineer
3. Troy Runners — Business Administration
4. Larry Williams — Electrical Engineer

WOMEN WANTED

To help universities and colleges find qualified minority women — Indian, Spanish-surnamed, Asian and Afro-American — the Association of American Colleges has compiled a list of such women. Included in their resources are listings of surveys and studies regarding minorities from which data on minority women can be obtained, a list of registries and a variety of organizations and government offices that can help in the search as well as a list of minority publications that will list job openings. "Recruiting Minority Women," is available free from the Association of American Colleges, 1818 R. Street, N. W., Washington, D. C. 20009.

EAST CHAMBERS (WINNIE, TEXAS) I.S.D. VACANCIES

- (1) One Band Director/H.S. Choral Teacher
- (1) One High School Math/History or Math/English Teacher

Winnie is located on Interstate 10, 65 miles east of Houston and 25 miles southwest of Beaumont.

FOR FURTHER DETAILS, CONTACT:

Career Planning & Placement Center
Room 116 — MSU
Telephone: 857-2123 or 2120

POSITION ANNOUNCEMENT

TITLE: Research Assistant

QUALIFICATIONS: B.S. in biochemistry and/or biological sciences. 1-yr. experience in research of biochemistry or immunology.

EMPLOYMENT STATUS: Appoint for 3 years.

SALARY: \$8,500 per year.

LOCATION: The University of Nebraska-Lincoln

Send resumes, transcripts, and names of references to:

Dr. Marvin J. Twiehaus, Chairman
Dept. of Veterinary Science
College of Agriculture
University of Nebraska
Lincoln, Nebraska 68503

HOME ECONOMICS VACANCY IN MAINE

POSITION: Teacher Education

QUALIFICATIONS: Doctorate Preferred. Master's degree with advanced work; experience in teaching and/or related experiences may be acceptable.

RESPONSIBILITIES: Teaching undergraduate courses dependent upon qualifications; includes supervision of field experiences at the pre-service and in-service levels.

RANK AND SALARY: Determined by professional preparation and experience.

FOR FURTHER DETAILS, CONTACT:

Dr. Carlene R. Hillman, Chairman
Home Economics Department
University of Maine at Farmington
Ricker Hall
Farmington, Maine 04938

LAMESA SCHOOL DISTRICT VACANCIES FOR 1973-74

Bi-Lingual Education
Chemistry - Physical Science
Speech Therapist
Special Education (EMR and LLD)

The Lamesa schools salary schedule is \$400 above the State base.

CONTACT: Director of Personnel
Lamesa I.S.D.
Lamesa, Texas 79331

BUSINESS STUDENT WORKS IN COLORADO

Arthur Rawls, a business administration major, is employed at Dow Chemical Company in Golden, Colorado, for the summer.

His summer work experience includes work with Aetna Life Insurance.

Arthur is a native of Houston, Texas.

LATEXO PUBLIC SCHOOLS — VACANCY

POSITION: Elementary Special Education

SALARY: Salary State Schedule

CONTACT: Mrs. Irene Welch, Superintendent
Latexo Public Schools
Latexo, Texas 75849

VACANCY ANNOUNCEMENT

Agricultural Scientist
Rate of Pay Open

CONTACT: Mr. Byron W. Bates — C09
Lockheed Electronics
16811 El Camino
Houston, Texas 77058
Telephone: AC-713 - 483-5851

HALLETTSVILLE INDEPENDENT SCHOOL DISTRICT ANNOUNCEMENT

The Hallettsville Independent School District has the following teacher vacancies on its teaching staff for the school year 1973-74.

The salary schedule is \$200 above the state base salary.

- (1) One Fifth-Sixth Grade Reading
- (1) One EMR Special Education
- (1) One Spanish-English—Secondary Level
- (1) One English—Secondary Level
- (1) One CT/DE Vocational Co-ordinator (Secondary)

The requirements are a bachelor's degree and teaching certificate with special certification for the vocational education co-ordinator.

Interested candidates should contact:

Ms. Lois Parsons, Associate Director
Career Planning & Placement Center
Room 116, Memorial Student Center
Telephone: 857-2123 or 2120

POSITION VACANCY

Location: Iowa State University
Department of Agricultural Engineering
Ames, Iowa

Position: Instructor or Assistant Professor, Ag. Engineering.

Qualifications: Teaching experience; Ph.D. in Ag. Engineering (Land and Water Resources) or closely related discipline.

Salary: Open—depends on qualifications

Deadline: Applications must be received by July 1, 1973.

Contact: Professor C. W. Bockhop, Head
Dept. of Agricultural Engineering
Iowa State University
Ames, Iowa 50010